



JOB NOTICE

Date Posted: March 31, 2017

Closing Date: April 10, 2017

APPLICATION PROCEDURES: Send letters of intent and resume, to Box BMgr., Compass Family and Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502.

Program: Fiscal

Title: Medical Billing Manager

Salary \$: Full Time with competitive salary and comprehensive benefit package.

General Duties:

The Medical Billing Manager provides expertise and direction within the Billing department, and is charged with maximizing reimbursement and minimizing write-offs. This leader assists the CFO with developing reimbursement strategies for the organization and is ultimately responsible for building the process and infrastructure within the Fiscal billing department.

- Director of Billing & Collections will manage all functions performed by the billing department including strategy and submission of claims, appeals, and all other billing components.
- Provides supervision to all billing and accounts receivable staff.
- Acts as a liaison between Billing and clinical departments and intake & admission team.
- Manages all cash collections & AR goals set forth by executive leadership.
- Analyzes, recommends and implements process changes to maximize reimbursement for all services rendered.
- Maintains a working knowledge and proficiency with Carelogic (EMR) systems to maximize client services rendered to billable revenues.
- Composes and types routine correspondence, weekly/monthly reports, memos, letters, etc. for the purpose of collections.
- Ensures that payer project initiatives are being performed and that billing and reimbursement policies are being evaluated and implemented, with all internal and external guidelines and requirements.
- Demonstrates a clear understanding of the purpose, goals and vision of the organization and client population served.
- Develops, monitors, coaches, and manages staff, ensuring the development of employee through orientation, training, and establishing objectives. Builds employee morale, motivates and fosters a team environment.
- Demonstrates customer service skills with the ability to effectively communicate with internal and external customers, and adequate computer skills to be proficient in daily job functions.
- Demonstrates knowledge of State and Federal regulations, CARF and organizational performance standards.
- Is responsible for knowledge of current medical records and confidentiality laws.
- Maintains confidentiality of all pertinent client care information to assure client rights are protected.

Qualifications:

Education/Experience:

Minimum of a Bachelor's degree in business or healthcare related field is preferred. Expert knowledge of medical terminology & billing guidelines. Medical billing or coding certification is preferred. 5 years' experience in mental health and substance abuse facility based medical billing and collections and revenue cycle management is beneficial. Ability to develop and implement new quality and efficient revenue generating processes. Proven ability to demonstrate applied experience with accounting and healthcare billing. Understanding of the regulations and practices controlling Medicaid, Medicare, insurance and managed care billing with an understanding and knowledge of Ohio behavioral healthcare billing.

Technology:

Proficiency in PC applications, including but not limited to Word, Outlook and advanced Excel.

Miscellaneous requirements:

Criminal background check; Pre-employment drug screen; Clear driving record.

Interpersonal/ Human Relations Skills:

Excellent verbal and written communication skills. Organized with great attention to detail. Excellent customer service skills. Strong personal and organizational skills and the ability to work independently. Must be able to manage multiple priorities with conflicting deadlines.

Exempt:

Not eligible for over time